

# Town of Trumbull

## CONNECTICUT



### DIRECT DEPOSIT PAYROLL FORM

Name: (please print) \_\_\_\_\_ Employee # \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_

#### Payroll Authorization

I authorize the automatic transfer of my net pay to the following bank account:

Account Information:      Checking      Savings      (circle one)

Bank Name: \_\_\_\_\_

Branch Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

#### Notice of Change

I authorize the following change to my direct deposit (Please check):

\_\_\_\_\_ Discontinue my participation in the Direct Deposit program \* (See below)

\_\_\_\_\_ Change my bank account as indicated below.

Bank Name: \_\_\_\_\_

Branch Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

*Return form to Finance Department Town Hall*

*Note: It normally takes a few weeks from the date this form is received in Payroll for the direct deposit to become effective. Also, holidays may cause the deposit to be posted a day later. If possible, please attach a voided check.*

*\* Some union contracts require direct deposit and cannot be discontinued. Effective 7/1/2014 all part timers are required to use direct deposit.*